

Memorandum

City Manager



Subject: Position Requirements & Benefits

Effective: November 5, 2001

Revised: March 4, 2002

PURPOSE

This policy identifies those positions that have been determined by the City to be of unclassified status or require City of Tempe residency. Based upon the nature of the position, the City may also have granted optional exempt leave, a vehicle allowance, or a benefit of an annual employer paid executive physical. The eligible positions and the types of benefits are listed in the accompanying chart.

| CITY ATTORNEY | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
|-----------------------------|----------------------|--------------------------|------------------|-----------|---------------------------|
| • Assistant City Attorney | Y | N | N | N | N |
| • City Attorney | C | CA | Y | EL 56 | Y |
| • Deputy City Attorney | Y | CA | N | EL 24 | N |
| • Prosecutor I/II | Y | N | N | N | N |
| • Senior Prosecutor | Y | N | N | N | N |
| • City Prosecutor | Y | N | N | N | N |
| CITY CLERK | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • City Clerk | C | CA | Y | N | Y |
| • Deputy City Clerk | Y | N | N | N | N |
| CITY COURTS | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • City Judge | C | N | N | EL 24 | N |
| • Court Manager | Y | CA | N | EL 56 | N |
| • Court Services Supervisor | Y | N | N | N | N |
| • Deputy Court Manager | Y | PA | N | EL 24 | N |
| • Hearing Officer | C | N | N | N | N |
| • Presiding City Judge | C | CA | Y | EL 56 | Y |

| CITY MANAGER | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
|------------------------------------|----------------------|--------------------------|------------------|-----------|---------------------------|
| • Assistant City Manager | Y | PA | R | EL 24 | N |
| • City Manager | C | THCar | Y | EL 56 | Y |
| • Internal Audit Director | Y | PA | N | EL 24 | N |
| COMMUNITY RELATIONS | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Community Relations Manager | Y | PA | N | EL 24 | N |
| • Government Relations Director | Y | CA | N | EL 24 | N |
| • Mayoral / City Council Aide I/II | Y | N | N | N | N |
| • Mayor's Chief of Staff | Y | N | N | N | N |
| • Neighborhood Program Director | Y | PA | N | EL 24 | N |
| ECONOMIC DEVELOPMENT | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Economic Development Manager | Y | PA | N | EL 24 | N |
| • Rio Salado Administrator | N | PA | N | N | N |
| COMMUNITY SERVICES | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Community Services Manager | Y | CA | Y | EL 56 | Y |

| | | | | | |
|--|----------------------|--------------------------|------------------|-----------|---------------------------|
| • Deputy Community Services Manager – Cultural Services | Y | PA | N | N | N |
| • Deputy Community Services Manager – Library | Y | PA | N | N | N |
| • Deputy Community Services Manager – Parks and Recreation | Y | PA | N | EL 24 | N |
| • Deputy Community Services Manager – Social Services | Y | PA | N | N | N |
| DEVELOPMENT SERVICES | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Deputy Development Services Manager – Building Safety | Y | PA | N | EL 24 | N |
| • Deputy Development Services Manager – Housing Services | Y | PA | N | N | N |
| • Deputy Development Services Manager – Planning | Y | PA | N | N | N |
| • Deputy Development Services Manager – Redevelopment | Y | PA | N | E 24 | N |
| • Development Services Manager | Y | CA | Y | EL 56 | Y |

| FINANCIAL SERVICES | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
|---|----------------------|--------------------------|------------------|-----------|---------------------------|
| • Claims Officer Liability | N | CA | N | N | N |
| • Deputy Financial Services Manager | Y | PA | N | EL 24 | N |
| • Financial Services Manager | Y | CA | Y | EL 56 | Y |
| • Industrial Hygienist | N | CA | N | N | N |
| • Safety and Risk Coordinator | N | CA | N | N | N |
| FIRE | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Assistant Fire Chief | Y | CA | Y | EL 24 | N |
| • Fire Chief | Y | CA | Y | EL 56 | Y |
| • Fire Marshal | Y | N | N | N | N |
| HUMAN RESOURCES | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Deputy Human Resources Manager | Y | PA | N | EL 24 | N |
| • Human Resources Manager | Y | CA | Y | EL 56 | Y |
| INFORMATION TECHNOLOGY | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Deputy Information Technology Manager | Y | PA | N | EL 24 | N |

| | | | | | |
|---|----------------------|--------------------------|------------------|-----------|---------------------------|
| • Information Technology Manager | Y | CA | Y | E 56 | Y |
| MAYOR & COUNCIL | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Council Member | N/A | CA | Y | N | N |
| • Mayor | N/A | Lease | Y | N | N |
| POLICE | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Assistant Police Chief | Y | CA | Y | EL 24 | N |
| • Police Chief | Y | CA | Y | EL 56 | Y |
| • Police Commander | Y | N | N | N | N |
| • Police Division Commander ^ | Y | THCar or PA | N | N | N |
| PUBLIC WORKS | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Administrative Services Coordinator | Y | N | N | EL 24 | N |
| • Deputy Public Works Manager-Engineering, Operations & Maintenance | Y | PA | Y | EL 24 | N |
| • Deputy Public Works Manager-Transit & Transportation | Y | PA | Y | EL 24 | N |

| | | | | | |
|---|----------------------|--------------------------|------------------|-----------|---------------------------|
| • Deputy Public Works Manager-Field Services | Y | PA | Y | N | N |
| • Fleet Director | Y | PA | N | N | N |
| • Public Works Manager | Y | CA | Y | EL 56 | Y |
| STRATEGIC PLANNING | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Strategic Planning Director | Y | PA | N | EL 24 | N |
| WATER UTILITIES | Un-classified | Vehicle Allowance | Residency | EL | Executive Physical |
| • Deputy Water Utilities Manager-Planning & Administrative Services | Y | PA | Y | N | N |
| • Deputy Water Utilities Manager-Operations | Y | PA | Y | N | N |
| • Department Water Utilities Manager | Y | CA | Y | EL 56 | Y |

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|----------|--|
| Y | Yes |
| N | No |
| C | Contract |
| CA | Car Allowance – Full car allowance (\$500 per month) |
| Contract | Negotiated employment contract |
| EL | Exempt Leave |
| PA | Partial Car Allowance (\$250 per month) |
| THCar | Take Home Car Car provided by City, taken home by employee, for official use only |
| LEASE | Leased car provided for official and personal use |
| EL24 | Qualified for 24 hours of exempt leave |

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| EL56 | credit per calendar year Qualified for 56 hours of exempt leave credit per calendar year |
| N/A | Not Applicable |
| ^ | Designates classification will be sunsetted |

Approved:

Human Resources Manager/Date

City Manager/Date

Approved as to Form:

City Attorney/Date